TOTAL ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance while providing one single document with appropriate attachments, for the Training Institutions. This checklist will be completed by appropriate unit personnel, verified and signed by the Unit Commander. Soldier must have a signed pre-execution check list in his/her possession upon arrival to scheduled class.

NAME: _____ **SSN:** _____
<div align="center">typed or printed</div>

UNIT: _____ **DOR** :_____

COURSE TITLE: _____ **START DATE**:_____

1st Line ldr Initials	Soldier's initials	**PART-I------ Pre-execution (D-90 to D-1)**
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school / course information?
		Read ahead packets / pre-testing complete? (if applicable)
		All required clothing/equipment IAW School/Course Info Packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. () (as required)
		Soldier meets Standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual Orders received?
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (Ticket picked up)
		Current/Valid identification card
		ID Tags (1 pair), Army Value card/tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eye glasses and protective mask inserts.
		_____Notify solider of requirement to take APFT and be weighed, as required.

Unit POC List:
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    CDR     B: (      )          H: (       )_____
    1SG:    B: (      )          H: (       )_____
    FTM:    B: (      )          H: (       )_____
Unit FAX: (      )_____  Unit Email_____
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Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA PAM 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

PART II- ROUTINE PREREQUISITES

TASK	REGULATION DATA					SOLDIER DATA				
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT
Meets color vision requirements (if applicable, DA Pam 611-21)										
Physical demand rating/profile (enter PULHES per DA Pam 611-21)	P	U	L	H	E	S	P	U	L	H	E	S
DA From 1059 for all previous required Phases for phase/course attending (if applicable)	_____ school code _____ Date of completion _____ Course completed _____ Phase completed									
Soldier has current military and civilian vehicle operator license(s) (if aplicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)										

PART III   REQUIRED DOCUMENTS

Security Clearance (If applicable, attach as required)	
Permanent Profile attendees have copy of MRB(P3,P4) results, with DA Form 3349 signed by his/her commander, and have an Army doctor-approved alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Student's Signature: _____**Date:**_____

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed name) _____
Signature: _____**Date:**_____

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites(as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training who do not have in their possession, within 3 working days from the course start date, a completed and signed pre-execution checklist will be returned to their unit, to enforce the importance of the chain-of-command preparing their soldiers for training. Soldiers reporting for training, who do not have in their possession, , within 3 working days from the course start date, the documentary evidence of non routine prerequisites (security clearance, physical profile, MRB, etc)will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CAS3, CGSOC, and the resident SGM COURSE. The Pre Execution checklist is found in appendix H of this regulation.